



Department of Housing and Community Development

NOTIFICATION OF VACANCY

August 8, 2017

**Web Designer
(Media Specialist III)**

POSITION #00315

LOCATION:

**DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

Negotiable up to \$63,000 Annually

DUTIES AND RESPONSIBILITIES:

The Department of Housing and Community Development is seeking a creative and innovative individual to serve as the Web Designer. The selected individual will support the agency's public relations efforts through creative graphic designs for website pages, digital and print publications, photography, video, presentations and event displays that effectively and efficiently promote the agency's programs, services and events. This position is responsible for updating the agency's website and other digital platforms in order to communicate with the public, showcase successes, advertise events, and provide valuable information, forms, and other materials.

QUALIFICATIONS GUIDE:

Comprehensive knowledge and skill in graphic design, especially computer based designs and desktop publishing. Must be able to design creative web pages, websites, and use software to maintain websites. Ability to design print publications such as brochures, newsletters, special reports, presentations, illustrations, etc. Ability to design promotions for various projects and programs. Ability to research, write and edit publications and presentations. Knowledge of printing specifications and processes. Ability to work independently and with others. Must have photography and videography skills and be able to edit, enhance and repair images. Ability to use a variety of software programs. Strong communication skills. Knowledge of state printing procurement regulations helpful. Graduation from an accredited college or university with a degree in web design, media/public relations, communications, graphic arts, design or related field or an equivalent combination of education and training. Professional experience in web design and/or graphic design preferred.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE
EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>**

For additional information, please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
